	Georgia Technology Authority	
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Title:	**IBM Mainframe Batch Job Naming Standards**	
Effective Date:	PENDING	**Revision Date:** 7-14-03
POC for Changes:	**GTA-IRM**	
Synopsis:	This document provides guidelines for consistent IBM mainframe batch job naming standards. These standards allow GTA-IRM to control and coordinate production and test batch jobs.	

PURPOSE

The purpose of this standard is to establish standard naming conventions for IBM Mainframe **Production** and **Test** batch jobs to ensure that a uniform method is used by all state agencies managed by GTA-IRM.
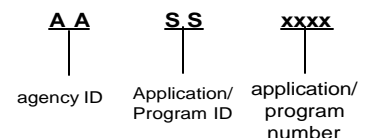
SCOPE

The scope of these standards applies to GTA-IRM managed computer facilities in all affected Georgia State Agencies.

STANDARDS

1. **Test** batch job names must begin with an **@** or **$**.

2. **Production** batch job names are eight (8) characters in length. The batch job name contains a two (2) character prefix that is assigned by GTA-IRM. The production batch job name contains the following three components:

    *   Agency ID (prefix),
    *   Program ID, and
    *   Application/Program Number.

    For example, **AASSxxxx**

    A A — agency ID
    S S — Application/ Program ID
    xxxx — application/ program number

    *   **Agency ID** (AA) — A prefix that identifies the agency. See the "Reference – Prefix Table" on page 2 in this document for a list of GTA-IRM predefined prefixes. The agency will assign the application/program identifier.

    *   **Application/Program ID** (SS) — This field identifies the agency's program/application.

    For example: Department of Human Resources HR**MH** (**MH** = Mental Health).

> ▸ *Note: If the job is not related to an application, then there is no naming standard for Application/Program ID (SS)*

    *   **Application/Program Number** (XXXX) — A unique number of characters assigned to the application/program. The agency will assign the Application/Program Number.

For example: Department of Human Resources HRMH0830 (0830 = application number).

3. Production batch job names shall NOT contain special characters such as, **$**, **#**, or **@**.

AUTHORITY

O.C.G.A Section 50.25-1

IMPLEMENTING PROCEDURES

GTA-IRM will work with the agencies to develop and execute an implementation plan to convert existing batch jobs that do not conform to the naming standards outlined in this document.

Reference – Prefix Table

The following is a table of GTA-IRM predefined agency prefixes:

Agency	Prefix
Department of Agriculture	AG
Department of Community Health	CH
Department of Human Resources	HR
Department of Human Resources – Stars	SI
Department of Human Resources – Success	DM
Department of Motor Vehicle Safety – Motor Vehicle	VT
Department of Motor Vehicle Safety – Public Safety	PS
Department of Revenue	RT
Employee's Retirement System	ER
Georgia Merit System (GMS)	ZF
GTA Financial – Billing	TM
GTA Financial – Employee Management System	ME
GTA Financial – Financial Systems	FS
GTA Financial – Payroll	Z
GTA Security	SE
GTA IRM - Operations	CC
GTA IRM - OS/390 Support Group	SG
GTA IRM - DB2 Group	DB
GTA IRM - CICS	CI
Secretary of State	SS
Teacher Retirement System	TR
Workers Compensation	WC